

EXTERNAL - Job Order Detail
STATE OF MONTANA IS AN EQUAL OPPORTUNITY EMPLOYER

Department: DEPARTMENT OF LABOR & INDUSTRY

Division: Business Standards

Bureau: Business and Occupational Licensing

Date Posted: 08/01/2008

Job Category: Education, Training, and Library

**Position
Number:** 66205038

Position Title: EDUCATION DIRECTOR

Location: HELENA

Job Status: Full-Time Permanent

Salary: \$30,033.00 to \$37,540.00

Salary Unit: Year

Additional Salary Info: Applicants' qualification will be assessed based on minimum qualifications and in accordance with Pay Plan Rules. Successful applicant's pay will be set using the above salary range based on qualifications.

Shift: Daytime

Band: 5

Closing Date: 08/18/2008

**Supplement
Required:** Yes

Applications must be received by 5:00pm on the closing date.

Apply to your Local Montana Job Service Center

- OR -

State Agency:

DEPARTMENT OF LABOR & INDUSTRY

P.O. Box 1728

HELENA, MT 59624

Phone: (406) 444-3710

Fax: 444-3685

TTY: 444-0532

E-mail: dliapps@mt.gov

Special Information:

This position plans, develops and oversees the education program for the Board of Realty Regulation. Some travel is required. A training assignment up to one year will be considered. The successful applicant must receive positive job references. Pay for employees new to the Department will be set at one step below the salary of employees with similar qualifications and shall have pay adjusted to the appropriate salary following successful completion of the trial period.

For further information about DLI agency and job application materials see: <http://dli.mt.gov/jobopenings/>. Upon date of hire, eligible for 100% state paid premiums for employee "core" medical, dental, and basic life insurance coverage (dependent coverage and supplemental options available at an additional cost). Earn 15 working days of vacation, 12 sick leave, and 10 paid holidays per year. Membership in a Retirement System with the state matching begins upon the first day of employment (vesting criteria applies).

Duties:

This position works for the Board of Realty Regulation to plan, develop, manage and supervise the real estate pre-licensing, post-licensing and continuing education program. Develops long-term strategic plan for state-wide system of education to guide future budget requests and program development. Performs job analyses of the real estate profession by conducting various surveys using new and tenured licensees and course instructors to establish minimum education requirement for future licensees. Collects professional business survey data, both in and out of state, conducts industry research and assesses statewide needs and concerns. Solicits input to the education and training system design from a variety of national and state professional organizations. Develops and writes pre-licensing education curriculum and course guidelines. Analyzes effectiveness of pre-licensing education curriculum through evaluation of exam results, complaints and current trends. Continually assesses areas of overall training needs to ensure mandated programs are current. Develops and designs annual development workshop(s). Develops new licensee mandatory continuing education course for salespeople to further educate new licensees in areas determined to be of greatest importance to new licensees. Supervises the on-site evaluation and implementation of education programs to assure their quality and compliance with applicable law and rules. Writes administrative rules and approves written policies and procedures for real estate education and responds to inquiries about the proposed rules. Acts as the department liaison to the Montana Board of Realty Regulation for activities concerning training and licensure of real estate licensees at all levels and types. Evaluates, approves, and supervises certification for all education courses for pre-licensing and instructor applications. Ensures all education courses and instructors are in compliance with current statutes and rules.

Competencies:

Must have knowledge and ability to use knowledge of curriculum guidelines, administrative rules, policies and procedures, and established board guidelines. Must have the ability to commit to and support the Division and Department's goals and objectives; make decisions designated to achieve desired outcomes; develop rapport and maintain long-term associations with others both internal and external to the agency; demonstrate a high level of service delivery, do what is necessary to ensure customer satisfaction, and deal with service failures and prioritize customer needs; act in accordance with establish guidelines, follow standard procedures, communicate and enforce policies and procedures, and recognize and constructively conform to unwritten rules and practices; and remain open-minded and change opinions on the basis of new information, perform a wide variety of tasks and change focus quickly as demands change, and manage transitions effectively from tasks to task. Must have competencies in individual responsibility, team work, conflict management, influence and persuasion, and resource management. The Department of Labor and Industry strives to provide an effective customer focused work environment. Our goal is to provide excellent service to all our customers. The core values of this Department are customer focus, individual responsibility, individual growth, ethics in the workplace, and continuous improvement. These values represent the Department's expectations of staff and the ideal employee is one who embraces these values.

Education/Experience:

Requires education and experience equivalent to a Bachelor degree in education, business administration, public administration or related field and one year experience in developing curriculum and presenting training. The successful applicant(s) with college credits or college degree(s) shown on the application may be required to provide a copy of their college transcripts upon interview or prior to hire for pay setting purposes.

Application materials required initially for this position include the following:

Signed and completed State of Montana Employment Application (PD-25, Rev. 5/2003 or later). Portions of the application may be photocopied if legible (see application page 1 for instructions).

If Supplement Required, complete application supplement identified with your name and the position number (see attached Supplement Questions if provided).

Application materials required are:

1. SIGNED (typed signatures are considered) and COMPLETED State of Montana Employment Applications (PD 25).
2. Applicants **claiming the Veterans' or Persons with Disability Employment Preferences** (PD-25A) must provide verification of eligibility with the application materials.
3. Completed WRITTEN (typed) RESPONSE to Supplemental Questions.

*Application materials can be obtained from any Job Service office or downloaded from <http://dli.mt.gov> or <http://dli.mt.gov/jobopenings>. Applications must be received by 5:00 p.m. on closing date. Applications will be rejected for late, incomplete or unsigned application materials. Applications will be accepted via email, fax, or postal mail using addresses provided on front page.

***If reasonable accommodations are required, please notify Office of Human Resources (406) 444-3710/444-4534 in advance.

Supplemental Questions:

The information you provide on this application supplement will be used by the selection panel in combination with your education and experience to determine which applicants will be selected for an interview. Your responses will be viewed apart from your state application and other application material, therefore, IT IS IMPORTANT TO PROVIDE SPECIFIC INFORMATION REGARDING NAMES OF EMPLOYERS, DATES, JOB TITLES, ETC. In order to receive full credit, you must express yourself fully and completely. Do not expect the selection panel to make assumptions based upon your application, resume, or other materials when rating your application supplement.

Please put your name and the position and position number you are applying for at the top of each page. Your written response will be used to assess written communication skills.

1. This position is responsible for approval of education courses and instructors for the Board of Realty Regulation. Please describe your experience in analyzing education needs and evaluating curriculum content.
2. This position is responsible for development and design of educational offerings. Please describe your experience in developing curriculum and designing a course to meet specifically determined need.